Chapter 24: Training

Badging Procedure

Purpose

The purpose of this procedure is to protect workers by issuing them with a SLAC identification badge that indicates their minimum environment, safety, and health (ESH) training. It covers obtaining a SLAC identification badge. It applies to all persons on-site, employees and non-employees, their SLAC supervisors and points of contact, and SLAC Site Security.

Escorted visitors and certain service workers are exempt from this procedure, but must limit their activities as described in Training: Minimum Training Requirements and may be required to use temporary badges (see SLAC Site Security: Badge Office).

Procedure

This procedure must be followed to be issued a badge before beginning work on-site at SLAC.

Note Training - ESH Training Basics for Supervisors provides detailed instructions on this and other training tasks for supervisors of SLAC employees. SLAC Subcontractor Badging Process provides detailed instructions on completing this process for subcontractors.

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<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Supervisor / point of contact</td>
<td>Verifies worker has a valid SLAC system ID (checks the SLAC Directory; if the worker is not in system, follows How to Add A New Person to the SLAC Institutional Database, allowing 24 hours for account activation)</td>
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<td>2.</td>
<td>Supervisor / point of contact</td>
<td>Determines minimum training requirements based on work planning and control requirements, which areas personnel will need to access without a qualified escort, and employment status (see Training: Minimum Training Requirements) Note additional work-specific training may also be required, but is not necessary for obtaining a SLAC identification badge (see Training: Course Assignment Procedure).</td>
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<td>3.</td>
<td>Supervisor / point of contact</td>
<td>For employees, supervisor assigns minimum training (see Training: Course Assignment Procedure) For users, point of contact communicates training requirements For subcontractors, SLAC project manager communicates training requirements (see Chapter 42, &quot;Subcontractor Safety&quot;)</td>
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| 4.   | Worker | Completess assigned minimum training online (see Training - Web Based Courses)  
     |       | Note: may apply to receive credit for training taken elsewhere (see Training: Training Transfer Sign-off Form). |
| 5.   | Supervisor / point of contact and/or worker | Prints and completes the SLAC Dosimeter / ID Request Form A  
     |       | The form is used for issuing both SLAC badges and dosimeters (the latter are required for entry into a radiologically controlled area).  
     |       | Section 6 of the form must be signed by supervisor/authorized SLAC representative before arrival at the SLAC Site Security Badging Office. |
| 6.   | Worker | Goes to the SLAC Site Security Badging Office  
     |       | Brings completed SLAC Dosimeter / ID Request Form A and a certificate of completion for required courses (or waits 24 hours to be credited)  
     |       | Note: until 15 January 2014, persons requesting or renewing a badge have the option of completing the Traffic and Vehicular Safety: SLAC Motorized Vehicle Driving Privilege Form rather than completing SLAC Traffic Safety Training (ESH Course 154).  
     |       | Note: if intending to operate a motorized vehicle on-site must also bring a valid driver's license. |
| 7.   | SLAC Site Security | Checks worker has completed required training and issues badge |

**Figure 1** Sample SLAC Identification Badge (SLAC employee has completed GERT training, is due for renewal August 2011; for users, the field behind the SLAC logo is blue, for subcontractors, green; visitors are issued red badges; a yellow badge is a temporary replacement)
3 Forms

The following forms are required by this procedure:

- **Training - Web Based Courses**. Entry point for registering for and completing web-based courses
- **SLAC Dosimeter / ID Request Form A** (SLAC-I-760-0A07J-006). Form for requesting a badge and dosimeter
- **Training: ESH Training Transfer Sign-off Form** (SLAC-I-720-0A04J-006)

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- ESH Training maintains records of assigned and completed training in the SLAC Training database; records may be accessed through the ESH Training History Report.

5 References

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)

- Chapter 24, “Training”
  - **Training: Minimum Training Requirements** (SLAC-I-720-0A04S-001)
  - **Training: Course Assignment Procedure** (SLAC-I-720-0A04S-001)

- Chapter 13, “Traffic and Vehicular Safety”
  - **Traffic and Vehicular Safety: SLAC Motorized Vehicle Driving Privilege Form** (SLAC-I-720-0A21J-001)

- Chapter 42, “Subcontractor Safety”

Other SLAC Documents

- **ESH Training**
- **Training - ESH Training Basics for Supervisors**
- **SLAC Subcontractor Badging Process**
- **ESH Training History Report**
- **SLAC Directory**
- **How to Add A New Person to the SLAC Institutional Database**
- **SLAC Site Security: Badge Office**
- ESH Course 154, SLAC Traffic Safety Training (**ESH Course 154**)